



INVITES APPLICATIONS FOR

Striving For Excellence

CHILDREN AND FAMILIES PROGRAM SPECIALIST

POSITION ANNOUNCEMENT # 06-101

\$4172-5078 MONTHLY EQUIVALENT*

POSITION IS CONTINGENT UPON SPECIAL FUNDING

CONTINUOUS FILING: Applications and supplemental questionnaires will be accepted on a continuous flow basis.

MERCED COUNTY WEB SITE EMPLOYMENT OPPORTUNITIES: <http://www.co.merced.ca.us>

FAX (209) 385-7375

MERCED COUNTY JOB LINE (209) 385-7516

PURPOSE OF THE RECRUITMENT

The purpose of this recruitment is to fill vacancies within the County Health Department-Children and Families Commission. This position is contingent upon special funding.

THE POSITION

The Children and Families Program Specialist, under direction, provides a diverse range of services for the Children and Families Commission that increases funding and program support for children ages 0-5 and their families within Merced County. The incumbent manages several grants and programs, assisting the Executive Director with special projects; develops, promotes, and manages the Commission's School Readiness programs; works in coordination with program sites and the Merced County Office of Education to develop models of continual improvement that incorporate the essential elements of the School Readiness Initiative; administers and markets other special projects of the Commission; plans, facilitates, and delivers trainings, seminars, and individual project development services; researches funding sources to ensure the long-term sustainability of Commission programs; develops and prepares grant applications from a variety of public and private sources appropriate to the various services, programs, and activities of the Commission; reviews proposed projects to evaluate alternatives; develops, organizes, and designs work measurement criteria for evaluating the effectiveness and efficiency of services being provided within program areas; monitors expenses to ensure they are within grant guidelines and budgeted amounts; develops and maintains professional effective working relationships with federal, state, and county agencies and grant-making entities; coordinates local collaborations to secure grant funding, developing and reviewing proposed grant budgets to insure that goals and objectives are clearly stated and that grant criteria has been followed; provides oral and written grant descriptions and progress reports; assists in the development and administration of Commission budgets; provides technical assistance to staff in achieving program goals and objectives; oversees aspects of program evaluation and monitoring as assigned; represents the Commission at local, regional, and state meetings; may assign, supervise, train, or evaluate work of office support staff; and performs other related duties as required.

SELECTION PROCESS

Continuous Filing: Applications and supplemental questionnaires will be accepted on a continuous flow basis. In order to insure proper evaluation of your minimum employment qualifications, it is suggested you fill out the application **COMPLETELY**. Any material, resume, or written statement you think desirable may be included for additional information. If applying on-line, your additional information may be mailed or faxed to our department. Those applicants meeting the minimum qualifications and possessing the most relevant experience, as shown on the application and resume, will be invited to a written test and/or oral interview. Final selection for this position will be made by the Public Health Director, or his designee. **Please contact Human Resources at least three (3) working days before a scheduled examination/interview if you require accommodation in the examination/interview process. Medical disability verification may be required prior to accommodation.**

CONTINUED

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
MINORITIES, WOMEN AND DISABLED ENCOURAGED TO APPLY
CALIFORNIA RELAY SERVICES (1-800-735-2929) IS AVAILABLE FOR THE HEARING IMPAIRED**

Any questions regarding the Recruitment and Selection Process may be directed to
Merced County Human Resources (209) 385-7682

CHILDREN AND FAMILIES PROGRAM SPECIALIST

Essential functions of the Children and Families Program Specialist include the ability to successfully develop, implement, and manage assigned programs, grants, and special projects of the Commission; research and develop grant applications; deal effectively with partnering agencies, the general public, elected officials, private enterprise, and government contacts; make independent decisions and respond appropriately to situations; resolve conflicts and facilitate group decision-making; meet deadlines under stressful conditions; complete multiple priority projects with conflicting deadlines; keep current on new developments and technologies related to the position; operate a personal computer and other office equipment; use computer word processing, spreadsheets, database, and presentation software; communicate effectively with others in writing, in person, and over the telephone; prepare and present effective written and oral communications; analyze data, interpret policies, procedures and regulations, develop appropriate conclusions, and prepare reports; organize and develop comprehensive narrative and statistical reports; establish working relationships with individuals from a variety of cultures and ethnic backgrounds; research, organize, and develop presentations, workshops, and seminars; maintain confidential information in accordance with legal standards and/or County regulations; assign, supervise, train, and evaluate the work of staff; and represent the County and Commission within the community and outside groups.

MINIMUM EMPLOYMENT QUALIFICATIONS

Experience: Two (2) years of progressively responsible experience that has included early childhood program planning, grant writing and development, and/or public administration. (Graduate work in one of the above areas may be substituted for one (1) year of the required experience).

AND

Education: Equivalent to graduation from a four (4) year college with a degree in Public Administration, Finance, Early Childhood Education and Development, Social Services or a related field.

APPLY

Applications and supplemental questionnaires may be obtained from and submitted to:

**Merced County Human Resources
Administration Building, Third Floor
2222 "M" Street, Merced, CA 95340
(209) 385-7682
FAX (209) 385-7375**

OR

Merced County Web Site Employment Opportunities: <http://www.co.merced.ca.us>

Date of issue: 10/25/05

EDL

flyer/C&FPROGSPEC



**CHILDREN AND FAMILIES
PROGRAM SPECIALIST**
Position Announcement #06-101

SUPPLEMENTAL QUESTIONNAIRE

A Merced County Employment Application must be submitted along with this questionnaire.

NAME:		DATE:
ADDRESS:	HOME PHONE:	
	OTHER PHONE:	

DO NOT ATTACH A RESUME IN LIEU OF COMPLETING THE FOLLOWING QUESTIONS.

This questionnaire is intended to provide you the opportunity to identify your job-related education, training, and experience. All applications and supplemental questionnaires will be evaluated in order to select a limited number of the most qualified applicants who will continue in the selection process. Please answer each question below and attach additional sheets if necessary. Please type or handwrite your answers in ink.

1. Detail your progressively responsible experience that has included early childhood program planning, grant writing and development, and/or public administration. Please include employer, job title, dates of employment, hours per week, and duties performed.

From - To Hrs Per Week	Job Title	Duties Performed	Employer

2. Describe your experience collaborating with public and private agencies, particularly those working in the areas of education, health, social services, and early childhood development.

3. What is your experience researching and developing grant applications and/or implementing and managing grant-funded programs?

4. Detail your experience facilitating group meetings, making public presentations, and working with individuals from a variety of professional and cultural backgrounds.